



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5215.1H
ARDE
13 Sep 00

Marine Corps Order 5215.1H

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS DIRECTIVES

Ref: (a) SECNAVINST 5215.1C

Encl: (1) CMC's Policy Memo 3-00 of 25 June 00

1. Situation. As directed by the enclosure, this Order revises the policy and format for writing Marine Corps directives.
2. Cancellation. MCO P5215.1G.
3. Mission. HQMC staff agencies and authorized field commanders shall write directives in the "Five Paragraph Order Format" wherever and whenever feasible, to adhere to the Commandant's Policy outlined in the enclosure.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The enclosure will be the guiding influence in the preparation of all Marine Corps directives.

(b) We will eliminate redundant and unnecessary directives and reduce the volume of detailed procedural manuals.

(c) Sponsors will write directives that are clear with regard to intent and guidance. Policy-based directives need only address desired outcome, with coordinating instructions.

(d) Commanders/OIC's may implement their local orders in the format prescribed in the enclosure if they so choose.

(2) Concept of Operations

(a) The reference will be used to create directives not conducive to the format prescribed in the enclosure.

(b) Message directives may be used to promulgate Marine Corps bulletins or changes; however, those message directives that contain new/revised reporting or forms requirements or records disposition issues must be staffed to CMC(ARSE) for review prior to release.

(c) The Commandant of the Marine Corps, Assistant Commandant of the Marine Corps, and Director, Marine Corps Staff are the principals authorized to sign directives establishing policy or changing existing policy for the Marine Corps.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(d) The following principal subordinates are authorized to sign all other directives by title:

Deputy Commandant for Manpower and Reserve Affairs
Deputy Commandant for Installations and Logistics
Deputy Commandant for Plans, Policies and Operations
Deputy Commandant for Aviation
Deputy Commandant for Programs and Resources
Counsel for the Commandant
Assistant Deputy Commandant for Programs and Resources (Fiscal Director)
Director, Command, Control, Communications, and Computers
Director, Intelligence
Staff Judge Advocate to the Commandant
Legislative Assistant to the Commandant
Director, Public Affairs
Inspector General of the Marine Corps
President, Marine Corps Permanent Uniform Board
Director, Marine Corps History and Museums

(e) The following principal subordinates are authorized to sign all other directives "By direction":

Assistant to the Deputy Commandant for Manpower and Reserve Affairs (RA)
Assistant Deputy Commandant for Manpower and Reserve Affairs (RA)
Assistant Deputy Commandant for Manpower and Reserve Affairs (MM)
Assistant Deputy Commandant for Manpower and Reserve Affairs (MP)
Assistant Deputy Commandant for Aviation
Commanding General, Marine Corps Combat Development Command
Commanding General, Marine Corps Recruiting Command
Commander, Marine Corps Materiel Command
Director of Administration and Resource Management
Director, Personal and Family Readiness Division (MR)
Assistant Director of Intelligence

(f) Directives will be reviewed annually to evaluate and validate currency.

b. Subordinate Element Missions

(1) Comply with the intent of the enclosure and content of this Order.

(2) Sponsors are responsible for ensuring their directives are in correct format.

(3) Sponsors shall staff to CMC (ARSE) all proposed directives, including message directives containing new/revised reporting or forms requirements, or records disposition issues.

(4) Sponsors shall enter distribution data into the Marine Corps Publications Distribution System (MCPDS) and submit to CMC (ARDE) for publishing, the signed hard copy original, plus the digitized version, and all original staffing comments and background materials. This applies to paper as well as message directives. The digitized version (on diskette, CD-ROM or via email) shall be in the format adopted by the Director, Command, Control, Communications, and Computers as the standard word processing package for information interchange.

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(5) Commanders/OIC's shall maintain all directives they consider mission essential.

(6) Publishing a list of all current local directives is at the discretion of the Commander/OIC.

c. Coordinating Instructions. Submit all recommendations concerning this Order or Marine Corps directives in general to CMC (ARDE) via the appropriate chain of command.

5. Administration and Logistics

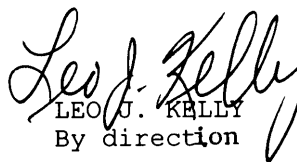
a. Distribution Statement A directives issued by CMC are published electronically and can be accessed online via the Marine Corps home page at <http://www.usmc.mil>.

b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD-ROM, or other sources. For purposes of inspection, electronic files will suffice and need not be printed. For commands without access to the Internet, hard copy and CD-ROM versions of Marine Corps directives can be obtained through MCPDS.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Marine Corps Order is applicable to the Marine Corps Total Force.


LEO J. KELLY
By direction

DISTRIBUTION: PCN 10207570000

Copy to: 7000110 (55)
7000144/8145001 (1)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20380-1775

MCO5215.1H
13 Sep 00

MCO 5215.XX
(Sponsor Code)
(Date)

MARINE CORPS ORDER 5215.XX

From: Commandant of the Marine Corps
To: Distribution List

Subj: SAMPLE FIVE PARAGRAPH ORDER FORMAT

Ref: (If applicable)
Encl: (If applicable)

1.. Situation. This paragraph is in place of the "Purpose" paragraph directed by SECNAV 5215.1. This paragraph is used to describe the purpose of the order.

2.. Mission. Task to be accomplished. When cancellation of an order is required, a "Cancellation" paragraph will be paragraph "2", and the "Mission" paragraph will be paragraph "3." A cancellation paragraph is required when canceling other orders and by higher authority regulation. When the "Cancellation" and "Mission" paragraphs are both used, the directive will have six paragraphs.

3. Execution

a. Commander's Intent and Concept of Operations

- (1) Commander's Intent
- (2) Concept of Operations

b. Subordinate Element Missions (main effort, supporting efforts, and reserve).

c. Coordinating Instructions. (identify and discuss instructions that are common to two or more elements).

4. Administration and Logistics

5. Command and Signal

- a. Signal. This (order/directive) effective date signed.
- b. Command. Reserve applicability.

(Signers Name)

DISTRIBUTION: PCN

Copy to: 7000110
7000114/8145004 (2)
8145001 (1)

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Enclosure (1)



DEPARTMENT OF THE NAVY
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MCO 5215.1H
13 Sep 00

COMMANDANT OF THE MARINE CORPS POLICY MEMORANDUM 3-00

Subj: REVISION OF MARINE CORPS ORDERS

Ref: (a) Commandants guidance dtd 1 July 1999

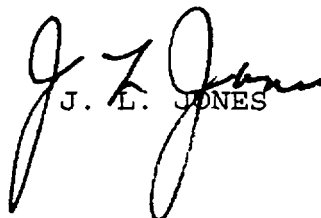
Encl: (1) Sample of Revised Marine Corps Order

1. Per the reference, I presented the framework of my "intent" for leading the Marine Corps over the next four years. One initiative discussed was to create an environment in which "mission-type orders are clear with regard to intent and guidance, but stop short of telling Marines exactly "how" to accomplish the mission, step by excruciating step." I change all of you to apply this concept when writing Marine Corps Orders (MCO) by implementing the "Five Paragraph Order Format," where feasible.

2. Just as "commander's intent" communicates one's goals and objectives, it is our duty as a headquarters to do the same when issuing MCO's that will impact the commanders in the field.

3. I recognize that not all orders are conducive to this philosophy. There might be legal or statutory requirements which must be met such as those which effect compliance with the UCMJ, or where administrative procedures require prescription in nature as in unit diary entries. However, policy based orders need only address the desired outcome or end state with coordinating instructions.

4. As you revise, rewrite, or create MCO's in accordance with the sample provided in the enclosure, ensure that it is based upon the "spirit" of this guidance. Brevity is desired, but not at the expense of key information that could otherwise be reasonably included in an order and thereby preclude deferring to a reference. Ensure the commander in the field is allowed the ability to implement the requirement in such a way that best meets his or her needs for compliance, via the "Five Paragraph Order" format.


J. L. JONES

ENCLOSURE (1)